



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237  
APO AP 96205-0010

REPLY TO  
ATTENTION OF:

EAGA-CP-SES

16 DEC 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of the Industrial Accident Compensation Insurance Plan for USFK Korean National (KN) Employees

1. References:

a. Procedures Concerning United States Forces Korea Participation in the Republic of Korea Industrial Accident Compensation Insurance (IACI) Plan for Korean National Employees approved on 7 December 2004 by the Joint Committee, United States of America and the Republic of Korea Status of Forces Agreement (SOFA), as amended.

b. SOFA Article XVII, Labor, as amended.

c. USFK Regulation 690-1, 4 October, 1994, as changed.

2. Effective 1 January 2005, the United States Forces Korea (USFK) will participate in the IACI plan of the Republic of Korea (ROK). All appropriated and non-appropriated fund KN employees (including members of Korean Service Corps) of USFK will be covered by the IACI plan. Invited contractors of the USFK will provide IACI coverage for their employees separately from the USFK plan following procedures in reference 1a, above.

3. Claims regarding work-related injuries, disease, physical disability or death of KN employees after the effective date of USFK's participation in the IACI plan will be filed with the Korea Labor Welfare Corporation (KLWC) established under the ROK Ministry of Labor. Under the IACI plan, medical care benefits, suspension of work benefits, disability benefits, nursing benefits, survivors' benefits, injury-disease compensation annuity, and funeral expenses, etc., will be paid to eligible KN employees or their family by the KLWC.

4. To be paid for the IACI benefits, requests for the appropriate benefits must be submitted to the servicing KLWC office in accordance with established IACI procedures.

a. Supervisors for KN employees injured while in the performance of duty or contracted disease due to employment or work-related accidents will refer the employee to the nearest Korean medical facilities recognized by the KLWC. The supervisor will prepare a memorandum indicating the causes and details of the accident or disease

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and submit it to the servicing Civilian Personnel Advisory Center (CPAC)/Civilian Personnel Office (CPO)/Civilian Personnel Flight (CPF) together with three copies of the request for medical care (IACI form # 28) completed in Korean language for certification by CPAC/CPO/CPF. The servicing CPAC/CPO/CPF is responsible for providing assistance and advice to the employee and the supervisor in filling out the request for medical care. Upon certification by the servicing CPAC/CPO/CPF, the employee will submit the form to the medical facilities providing medical care to the employee for completion of the doctor's portion of the request form. One copy of the completed form will be retained by the medical facilities, one copy will be submitted to the servicing KLWC office, and one copy will be submitted to the servicing CPAC/CPO/CPF. If approved by KLWC as work-related injury/disease eligible for IACI benefits, the medical care expenses at the medical facilities recognized by the KLWC will be paid by the KLWC. In any case, medical care benefits will not be paid for injury or disease that requires treatment for three days or less.

b. In emergency or other unavoidable cases where the employee already paid for the medical care expenses, the expenses may be reimbursed to the employee by the KLWC. In these cases, a memorandum indicating the causes and details of the accident will be prepared by the supervisor and submitted to the servicing CPAC/CPO/CPF together with the request for payment of medical expenses (IACI Form #30) completed in Korean language for certification. Upon certification, the employee will submit the request to the servicing KLWC office.

c. In case of death of employees due to work-related injuries or disease, a memorandum indicating the causes and details of the accident will be prepared by the supervisor and submitted to the servicing CPAC/CPO/CPF together with the request for benefits/funeral expenses (IACI Form #37) completed in Korean language for certification. The eligible family member of the deceased employee will submit the request to the servicing KLWC office.

d. When the initial request for medical care/payment of medical expense is approved by the KLWC, employees are responsible for preparing and submitting subsequent requests for other benefits to the servicing KLWC office upon certification by the servicing CPAC/CPO/CPF. Servicing CPAC/CPO/CPF and servicing payroll office will provide required information to the employee in completing the request form.

e. When more than three days' absence from work is required for medical treatment, the employee may opt to use sick leave or annual leave, or take leave without pay. Leave without pay will be authorized at the employee's request, whether or not the

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employee has annual leave or sick leave to his/her credit. If the employee opts for annual leave or sick leave, he/she cannot receive payment of suspension of work benefits from the KLWC until his/her sick leave or approved annual leave has been exhausted. No employee will be paid for use of sick leave or annual leave from USFK if they are receiving benefits from the KLWC for their absence from work. Servicing CPAC/CPO/CPF will ensure that the employee is on LWOP status before certifying the request for suspension of work benefits. Servicing payroll office will provide the list of computation of the employee's average daily wage.

5. The request forms are available on the website at <http://www.welco.or.kr>. The list of medical facilities recognized by the KLWC will also be found at the same website. Further assistance and advice on procedures for the requests of benefits under the IACI plan are available from the local servicing KLWC offices.

6. Servicing CPAC/CPO/CPF is responsible for providing certification of the request forms upon review of the request and retaining one copy of the completed request forms and supporting documents, if any, in the employee's case file maintained in the servicing CPAC/CPO/CPF for record. These records may be used to determine the premium rate change after three years' participation by USFK in the IACI plan.

7. Invited contractors who have not yet participated in the IACI plan must submit the notification of establishment of insurance relationship by 14 January 2005 to the servicing KLWC office and pay the insurance premium according to the procedures required by the IACI Act.

8. POC for this action is Ms. Yi, Tok-hui at 724-4111, Fax 724-3130, e-mail: [tok.hui.yi@korea.army.mil](mailto:tok.hui.yi@korea.army.mil) or Ms. Yi, Kyong-ae, 724-6420, e-mail: [Yikyo@korea.army.mil](mailto:Yikyo@korea.army.mil).

  
WALTER WASHINGTON  
Deputy Assistant Chief of Staff, G1  
(Civilian Personnel)

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